

3.0 ANALYSIS PHASE

- 3.1 Information Requirements Analysis
- 3.2 Forms Analysis
- 3.3 File Analysis
- 3.4 Reports Analysis
- 3.5 Conversion Plan Analysis
- 3.6 Preliminary and Alternative Design(s)
- 3.7 Management Presentation (Check Point)

classification

COMPUTER SERVICES REQUEST FORM

REQUESTING OFFICE

OCS/MSD/M&PB

COMPONENT

2654000

REQUESTOR'S CONTROL NO.

HR-064

REQUESTOR'S NAME

STAT

EXTENSION

DATE

5 June 70

SERVICE REQUESTED (use additional sheets if necessary)

It is requested that sufficient man hours be approved
 to accomplish the Analysis Phase of Project POLAND
 in the Human Resources Systems of the SIPS effort.

TARGET DATE FOR COMPLETION
27 July 70

APPROVED BY

DO NOT WRITE BELOW

TYPE OF REQUEST (code)

D

DATE RECEIVED

OCS TASK NO

8 JUNE 1970 89967

PROJECT NAME

25428 POLAND

EST. MANHOURS

160

SPECS RECEIVED (DATE)

8 JUNE 1970

ASSIGNED TO

ESTIMATED COMPLETION DATE
27 July 70

DATE COMPLETED

30 Apr 71

ACTUAL MANHOURS

REMARKS

AS OF 11 Jul 70 - 108 Hours expended - 67% complete

Incorporated
in new
Staff 79
Work Order
May 7130 Jul 70 - Estimated manhours changed to 320
Completion date adjusted to 30 Sep 1970
Adjustment Code - E25 Sep 70 - Estimated manhours changed to 400
Completion date adjusted to 16 Nov 1970
Adjustment Code - RAS OF 5 Sep 70
269 Hours
EXPENDED

9 Nov 70 - Completion date adjusted to 15 Jan 71 - Adjustment Code 'R'

AS OF 17 Oct 70
783 hours expended

20 Jan 71 - Completion date adjusted to 26 Feb 71 - Adjustment Code 'R'

16 Feb 71 - Completion date adjusted to 07 Mar 71 - Adjustment Code 'R'

LAR

STAT	PREPARED BY:		DATE PREP: 8 Jun 70		HUMAN RESOURCES SYSTEMS TASK SCHEDULE & ESTIMATE				HRS-FORM 1		
	DATE SUBMITTED FOR REVIEW:		REVIEWED BY: W.C.		NO HRS-FORM 2 REQUIRED				Page 1 of 7		
REVIEWED BY: W.C.		DATE REVIEW: 6/10/70									
SYSTEM: STAFFING											
PROJECT: POLAND		TYPE		MAN DAYS TO COMPLETE		START		COMPLETE		TASK RESPONSIBILITY	ASSIGNED PERSONNEL
Phase : Analysis		SA	P	ESTM	ACT	SCHED.	ACT.	SCHED.	ACT.		
TASK DEFINITION											
3.1 Information Requirements Analysis										STAT	
A. Prepare Form 3178A - Conditional Control Matrix Sheet				1		8 Jun 70		8 Jun 70			
B. Prepare Form 3178B - Conditional Control Memo Sheet											

STAT	PREPARED BY: []		DATE PREP: 8 Jun		HUMAN RESOURCES SYSTEMS TASK SCHEDULE & ESTIMATE				HRS-FORM 1		
	DATE SUBMITTED FOR REVIEW: 6/8/70		REVIEWED BY: W.C. DATE REVIEW: 6/8/70		NO HRS-FORM 2 REQUIRED				Page 2 of 7		
SYSTEM: STAFFING		TYPE SA	P	MAN DAYS TO COMPLETE		START		COMPLETE		TASK RESPONSIBILITY	ASSIGNED PERSONNEL
PROJECT: POLAND Phase : Analysis				ESTM	ACT	SCHED.	ACT.	SCHED.	ACT.		
TASK DEFINITION											
3.2 Forms Analysis				1		9 june 70		9 june 70		STAT	
Design a preliminary version of POSITION-LANGUAGE input form											

STAT	PREPARED BY: <input type="text"/>		DATE PREP: 8 Jun 70		HUMAN RESOURCES SYSTEMS TASK SCHEDULE & ESTIMATE				HRS-FORM 1		
	DATE SUBMITTED FOR REVIEW: 6/16/70		REVIEWED BY: NC DATE REVIEW: 6/16/70		NO HRS-FORM 2 REQUIRED				Page 3 of 7		
SYSTEM: STAFFING		TYPE SA P	MAN DAYS TO COMPLETE		START		COMPLETE		TASK RESPONSIBILITY	ASSIGNED PERSONNEL	
PROJECT: POLAND Phase : Analysis			ESTM	ACT	SCHED.	ACT.	SCHED.	STAT ACT.			
TASK DEFINITION											
3.3 File Analysis		1		10 June 70		10 June 70				<input type="text"/>	
<ul style="list-style-type: none"> A. Prepare Form 3178 - Field Reference Control Sheet B. Prepare Form 2968 - Record Format Description C. Design preliminary file layout D. Prepare a list of data items that have been added and/or deleted and reasons. 											

PREPARED BY: [REDACTED]		DATE PREP: 8 Jun		HUMAN RESOURCES SYSTEMS TASK SCHEDULE & ESTIMATE						HRS-FORM 1																							
DATE SUBMITTED FOR REVIEW: 6/8/70		REVIEWED BY: NC DATE REVIEW: 6/8/70								NO HRS-FORM 2 REQUIRED		Page 4 of 7																					
SYSTEM: STAFFING		TYPE SA	P	MAN DAYS TO COMPLETE		START		COMPLETE		TASK RESPONSIBILITY	ASSIGNED PERSONNEL																						
PROJECT: POLAND Phase : Analysis				ESTM	ACT	SCHED.	ACT.	SCHED.	ACT.																								
TASK DEFINITION		<table border="1"> <tr> <td>3.4 Report Analysis</td> <td>1</td> <td>11 Jun 70</td> <td></td> <td>11 Jun 70</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td colspan="11">Analyze the Language Control Register and determine what modifications, if any, are necessary.</td> </tr> </table>										3.4 Report Analysis	1	11 Jun 70		11 Jun 70							Analyze the Language Control Register and determine what modifications, if any, are necessary.										
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STAT	PREPARED BY: []		DATE PREP: 6/8/70	HUMAN RESOURCES SYSTEMS TASK SCHEDULE & ESTIMATE						HRS-FORM 1	
	DATE SUBMITTED FOR REVIEW: 6/8/70		REVIEWED BY: W.C. DATE REVIEW: 6/8/70								
SYSTEM: STAFFING		NO HRS-FORM 2 REQUIRED						Page 5 of 7			
PROJECT: POLAND		TYPE SA	P	MAN DAYS TO COMPLETE		START		COMPLETE		TASK RESPONSIBILITY	ASSIGNED PERSONNEL
Phase : Analysis				ESTM	ACT	SCHED.	ACT.	SCHED.	ACT.		
TASK DEFINITION											
3.5 Conversion Plan Analysis				1	-	12 Jun 70		12 Jun 70			
Machine Conversion				-	-	-	-	-	-		
Organize a conversion plan to convert data from the old system to the new system.				-	-	-	-	-	-		

STAT PREPARED BY: []		DATE PREP: 6/8/70		HUMAN RESOURCES SYSTEMS TASK SCHEDULE & ESTIMATE						HRS-FORM 1	
DATE SUBMITTED FOR REVIEW: 6/8/70		REVIEWED BY: W.C. DATE REVIEW: 6/8/70								NO HRS-FORM 2 REQUIRED	
SYSTEM: STAFFING		PROJECT: POLAND Phase : Analysis	TYPE SA P	MAN DAYS TO COMPLETE		START		COMPLETE		TASK RESPONSIBILITY	ASSIGNED PERSONNEL
TASK DEFINITION				ESTM	ACT	SCHED.	ACT.	SCHED.	STAT ACT.		
3.6 Preliminary and Alternative Design Recommendation Prepare a preliminary design recommendation.				13		15 Jun 70		24 Jul 70			
NOTE: Three weeks leave (vacation) was taken into account when estimating the completion date of this phase.											

PREPARED BY: <input type="text"/>		DATE PREP: 6/8/70		HUMAN RESOURCES SYSTEMS TASK SCHEDULE & ESTIMATE						HRS-FORM 1			
DATE SUBMITTED FOR REVIEW: 6/8/70		NO HRS-FCRM 2 REQUIRED						Page 7 of 7					
REVIEWED BY: NC DATE REVIEW: 6/8/70		SYSTEM: STAFFING		TYPE		MAN DAYS TO COMPLETE		START		COMPLETE		TASK RESPONSIBILITY	ASSIGNED PERSONNEL
PROJECT: POLAND		SA	P	ESTM	ACT	SCHED.	ACT.	SCHED.	ACT.	STAT			
Phase : Analysis													
TASK DEFINITION													
3.7 Management Presentation				2		27 Jul 70			27 Jul 70				
Prepare management presentation and brief management as required.													

STAT PREPARED BY: []	DATE PREP: 6/19/70	HUMAN RESOURCES SYSTEMS TASK SCHEDULE & ESTIMATE						HRS-FORM 2	
DATE SUBMITTED FOR REVIEW: 6/19/70								Page 1 of 1	
REVIEWED BY: WC	DATE REVIEW: 6/23/70								
SYSTEM: Staffing									
PROJECT: Poland		TYPE SA P	MAN DAYS TO COMPLETE ESTM ACT	START		COMPLETE		TASK RESPONSIBILITY	ASSIGNED PERSONNEL
Phase :				SCHED.	ACT.	SCHED.	ACT.		
TASK	DEFINITION								
1) Design Position Language Control Form.		I	4	18 June 1970	18 June 1970	19 June 1970	19 June 1970	STAT	[]
2) Prepare user instructions for use of form.									
3) Prepare a set of examples of use.									
4) Brief representatives of Language School in the use of the form.									